



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON, HEIDELBERG
UNIT 29237
APO AE 09102-9237

IMEU-HEI-ZA

16 March 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter # 15, Request for Advanced/Early Return of Dependents (ERD)

1. References:

- a. Joint Federal Travel Regulation (JFTR), PART J, Paragraph U5900.
- b. AR 55-46, Travel Overseas.
- c. USAREUR Supplement 1 to AR 55-46.
- d. USAREUR Regulation 27-9, Misconduct by Civilians.

2. Purpose: To establish procedural guidance and standards for requesting Advanced/Early Return of Dependents (ERD).

3. Scope: This procedure is applicable to all personnel residing in the Heidelberg Housing footprint and submitting requests to the Commander, United States Army Garrison Heidelberg.

4. Definitions: Early Return of Dependents and Advanced Return of Dependents.

a. Early Return of Dependents. When the sponsor has PCS orders in hand, Early Return of Dependents is authorized. This movement constitutes nothing more than an early portcall (90 days prior to the PCS of the Soldier). If family members travel prior to the issuance of orders, no reimbursement will be made by the U.S. Government. The approval authority for this action is: Commander, USAG Heidelberg, ATTN: HRC, APO, AE 09102 per Para U5240-D, JFTR.

b. Advanced Return of Dependents. The sponsor does not have PCS orders and circumstances warrant family members' return to CONUS at government expense. Prior to the submission, the unit commander must determine that the family's problems cannot be resolved by services in the overseas command. The use of available resources, both on and off post, must be exhausted before the advanced return can be approved. Approving authorities must carefully evaluate each case and determine if the return of family member(s) serves the best interest of the government, the Soldier and the family member(s). IAW the Joint Federal Travel Regulation (JFTR) reasons for early return are listed below:

(1) Official Situations: When a command-sponsored dependent becomes involved in an incident which:

- a) Is embarrassing to the U.S. Government.
 - b) Is prejudicial to order, morale and discipline in the command; or
 - c) Gives rise to conditions in which the dependent's safety can no longer be ensured because of adverse public feeling in the area or because of force protection and anti-terrorism considerations.
- (2) National Interest.
- (3) Personal Situations:
- a) Essential medical treatment is neither available at the member's present duty station nor readily available in the theater.
 - b) The death, serious illness, or incapacitation of a dependent ordinarily caring for a member's minor dependents requires in the opinion of the authorizing/approving authority that those minor dependents be transported to a place where proper care may be maintained.
 - c) Educational facilities or housing for dependents is inadequate. A statement from the AO that the inadequacy of such educational facilities or housing was caused by conditions beyond the member's control and that knowledge of those conditions arose after dependents began to travel to the OCONUS Permanent Duty Station (PDS) is required.
 - d) The best interests of a member, or the dependents, and the Government are served by the movement of one or more dependents because of compelling reasons, such as financial difficulties, marital difficulties, unforeseen family problems, death or serious illness of close relatives, or for reasons of a humanitarian or compassionate nature; or because of other situations which have an adverse effect on the member's performance of duty. These determinations must be evidenced by the authorizing/approving official's statement.
 - e) A dependent receives an order from a Selective Service Board to report to the U.S for induction into the U.S. Armed Forces.
 - f) Acceptable employment opportunities for dependent children age 18 years or older at OCONUS PDS are lacking.
 - g) A member that is sentenced by court-martial to be confined or receive a punitive discharge (bad conduct, dishonorable or dismissal).
 - h) Sentenced to confinement in a foreign or U.S. civil confinement facility.
 - i) Discharged OCONUS under other than honorable conditions.

- j) Returned to CONUS for discharge under other than honorable conditions.
- k) Returned to CONUS to serve a sentence of confinement in civil or military confinement facilities.
- l) Serving OCONUS and dropped from the rolls, sent to prison under sentence, or transferred as a prisoner to a place of detention.
- m) Convicted by a court-martial and placed on leave involuntarily while awaiting completion of appellate review.
- n) Divorce or annulment.

5. Policy: All requests for advanced return of dependents (ERD) will be:

- a. Submitted on a DA Form 4187. At a minimum, DA Form 4187 must include the mandatory information shown on the sample at Encl 1 and 2.
- b. *Typed* to facilitate both the Garrison and Det B, 510th PSB personnel reading and publishing the orders.
- c. Forwarded with supporting documents through the Soldier's chain of command to the Director of Human Resources, USAG Heidelberg. Supporting documentation must match the reason for requested ERD. Additionally, the Soldier and spouse must include statements to the effect:
 - (1) "I understand that approval of this ERD terminates Command Sponsorship and that my dependents will not be allowed to return to the overseas command".
 - (2) "I understand that I am required to clear housing within 15 days of my dependents departure from the command".
- d. Requests for ERD not meeting these standards will be returned to the originating S-1 without action.

6. Advanced Return of Dependents will be considered only as a **LAST RESORT** when all other means of resolving the family's personal difficulties have failed.

7. Advanced Return of Dependents "After the Fact" may be submitted only when command sponsored dependents have departed the overseas command and will not return. In these cases the Soldier may apply for ERD "After the Fact" to have the household goods and or automobile returned to CONUS. If not specified by the Soldier that the ERD is for the return of household goods and or automobile the orders will not reflect the entitlement.

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8. The proponent for this policy is the Director of Human Resources, United States Army Garrison Heidelberg and the Commander, Detachment B, 510th Personnel Services Battalion. Suggested comments may be forwarded to the DHR at 373-5093/1320.

/s/

WILLIE E. GADDIS

Colonel, AV

Commanding

DISTRIBUTION:

A

PERSONNEL ACTION

For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, Section 3012; Title 10, USC, E.O. 9397.
PRINCIPAL: Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).
ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier.
DISCLOSURE: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.

1. THRU (Include ZIP Code) Commander USAG Heidelberg ATTN: DHR APO, AE 09102	2. TO (Include ZIP Code) Commander Det B, 510th PSB ATTN: Personnel Actions APO, AE 09102	3. FROM (Include ZIP Code) Commander (UNIT ADDRESS)
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SECTION I - PERSONAL IDENTIFICATION

4. NAME (Last, First, MI) SOLDIER NAME	5. GRADE OR RANK/PMOS/AOC SGT E-5 / 31U20	6. SOCIAL SECURITY NUMBER 000-00-0000
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SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

7. The above soldier's duty status is changed from _____ to _____
 _____ effective _____ hours, _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: (Check as appropriate)

<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) Request for Early Return of Dependents
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER (When required)

10. DATE (YYYYMMDD)

SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

1 Request early return of my dependents to CONUS due to: reason.
 2 Current address is: (in Germany).
 3 Destination address: (address where dependents want to go).
 4 Requested departure date
 5 Dependent Information:
 NAME RELATIONSHIP SSN DOB PASSPORT NUMBER / COUNTRY

6 Soldier requests movement of Household Goods? (Yes/No)
 7 Soldier requests shipment of POV? (Yes/No)
 8 Are dependents Command Sponsored? (Yes/No)
 9 DDUS: DEROS:

Encls
 1 - ORB / ERB
 2 - Cdr's Letter
 3 - DD Form 93

4 -Letter from other Professional (Attorney/Doctor/College)
 5 -Soldier's Letter
 6 -Chaplain's Letter
 7 -Orders (Assignment orders to Germany showing dependents)

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

☐ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☐ IS APPROVED ☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE

13. SIGNATURE

14. DATE (YYYYMMDD)

COMMANDER'S SIGNATURE BLOCK

Copy 1

Circle the appropriate copy designator

Copy 2

Copy 3

Copy 4

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